

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**MEDIA PRODUCTION SPECIALIST**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of professional assignments involving media production activities within a department's designated educational or informational program.

There is only one classification in this job.

**Position Code Title –Media Production Specialist-E**

**Media Production Specialist P11**

This is the experienced level. The employee performs a full range of professional media production specialist assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Coordinates, plans, produces and directs media programs for educational and informational purposes.

Recommends the selection of outlines and topics for production.

Participates in the development of program material.

Writes shooting scripts, selects locations, builds sets, chooses props, and models as needed.

Directs tapings of programming.

Photographs subjects and records sound.

Sequences and edits work; writes narrations and determines titles, animation, music and talent.

Coordinates and schedules the use of studios and equipment.

Keeps informed of current trends in television production.

Overviews the design, building and maintenance of specialized equipment.

Maintains and catalogs films, cassettes and/or videotapes.

Duplicates audio and videotapes for distribution.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact that increases with the level of the position.

Considerable knowledge of the principles and practices of media production.

Considerable knowledge of the operation, maintenance and repair of production equipment.

Considerable knowledge of the methods, practices and procedures used in developing, editing, storing and shipping of media products.

Considerable knowledge of current developments in the field of media communications.

Considerable knowledge of educational and public relations theories and practices.

Ability to produce and direct scenarios and television presentations.

Ability to edit completed audiovisual media for presentation.

Ability to operate, maintain, and repair media production equipment.

Ability to maintain records and materials, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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### **Working Conditions**

None.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in communications arts, speech, or television and radio.

### **Experience**

Media Production Specialist P11

Two years of professional experience in directing, producing and writing media related programs.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

MEDIASPL

### **Job Code Description**

Media Production Specialist

### **Position Title**

Media Production Specialist-E

### **Position Code**

MDIASPLE

### **Pay Schedule**

L32-016

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